

**EFFECTIVE**

September 1, 2019.

**Subject(s)**

1. PSM 713-01, CPS Investigation - General Instructions.
2. PSM 713-14, Supervisory Oversight.
3. PSM 714-01, Post-Investigative Services.
4. PSM 716-07, Complaints Involving Substances.

**1) PSM 713-01,  
CPS Investigation -  
General  
Instructions*****Visual Assessment***

Amended to require parental consent and only one adult to be present (may be the consenting parent) to view buttocks/genitalia on children under the age of 6.

***Investigation Checklist***

References regarding completion of investigation checklist were removed. The Supervisory Control Protocol (SCP) will satisfy the requirement by Child Protection Law for the investigation checklist.

***Interview Requirements***

Caseworkers only need to inquire of out of state residency for alleged perpetrators within the previous 10 years. Other case members do not require out of state inquiry.

***Parents Who Are Incarcerated***

To promote engagement with parents who are incarcerated, requirements were removed regarding collection of specific information collected including:

- Prisoner or jail identification number.
- Prison or jail facility.
- The charge or conviction offense.
- The parole or release eligibility date.

***History/Trends***

Assessment of history/trends is required for investigation persons including:

- Legal and putative parent(s) involved in the care of the alleged child victim(s).
- Legal guardian(s) of the alleged child victim(s).
- Alleged and/or confirmed perpetrator(s).
- Alleged and/or confirmed child victim(s).

Caseworkers are only required to seek out of state history for alleged perpetrators who have resided out of the state within the previous 10 years. All other case members do not require out of state inquiry.

### ***Extension Request***

Updated information regarding an extension request outside of allowable circumstances to direct that the request be sent to the Children's Services Agency executive director or designee, instead of deputy director of field operations.

## **2) PSM 713-14, Supervisory Oversight**

### ***Supervisor Checklist***

Requirements and reference to the supervisor checklist in MiSACWIS were removed. The Supervisory Control Protocol (SCP) fulfills the legal requirement to complete an investigation checklist.

## **3) PSM 714-01, Post-Investigative Services**

### ***Location of Visits***

References to requirements regarding location of visits, specifically that majority of visits or final visit must occur in the home were removed.

### ***Safe Sleep***

Ongoing caseworkers should discuss safe sleep practice with parents of newborn children as needed and assist with obtaining items as needed. Removed requirements to educate and observe safe sleep at every visit.

***Overall Editing, Refinement and Hyperlinks***

Minor clarification and reorganization of sections within the policy item. Added hyperlinks.

**4) PSM 716-07,  
Complaints  
Involving  
Substances*****Verification of Medication***

Removed requirement to contact medical professionals to verify medication.

***Medical Marijuana***

Removed section regarding medical marijuana from policy due to legal recreational use of marijuana allowable by state law.

***Overall Editing and Refinement***

Minor clarification and reorganization of sections within the policy item as well as overall editing.

*Reason:* Policy simplification, omit redundancies, CSA recommendation.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[PSM 713-01](#)

[PSM 713-14](#)

[PSM 714-1](#)

[PSM 716-7](#)